WP II EOC Worksheet

Multiple Choice
Identify the letter of the choice that best completes the statement or answers the question.

_____ 1. Which of the following is NOT actually communicating with another user?
   a. electronic mail   c. file server
   b. facsimile   d. voice mail

_____ 2. A file saved as C:\INV\JONES.INV can be retrieved from which subdirectory?
   a. C:\   c. INV
   b. DATA   d. JONES

_____ 3. How should Hannah determine which size/type of envelopes she can use to mail campaign material to schools in her district?
   a. check her font settings   c. check her scroll settings
   b. check her printer settings   d. check nothing--you cannot print envelopes using your computer/printer

_____ 4. What is the first step in creating a macro?
   a. Naming the macro   c. Keying the macro
   b. Ending the macro   d. Both a & c

_____ 5. What are the two kinds of macros?
   a. alt and named macros   c. named and unnamed macros
   b. named and looped macros   d. open and mixed macros

_____ 6. The merging process consists of:
   a. combining a data file with a form document   c. preparing a document to be sorted in descending order
   b. preparing a data file to be printed   d. removing unneeded data files

_____ 7. Sorting a list of test scores with the highest score at the top would require sorting in _____ sequence.
   a. ascending   c. high
   b. descending   d. reverse

_____ 8. Which of the following is an example of file management?
   a. date used in filename   c. numbers used as extension
   b. "ltr" used as extension for all documents   d. separate directory for customer files

_____ 9. A time-saving function included in a software package that can remember all the keys needed to perform a particular repetitive activity is:
   a. macro   c. message
   b. memory   d. micro

_____ 10. Before printing, the printer must be
   a. cleared   c. purged
   b. initialized   d. reformatted

_____ 11. What term referes to storing seldom used documents in a safe, but out-of-the-way place?
   a. archiving   c. embedding
   b. bookmarking   d. purging

_____ 12. Capital letters with spaces between are often used to enhance:
   a. closings   c. report titles
   b. dates   d. salutations

_____ 13. The electronic graphic file that is made from dots is:
   a. line or vector based   c. both a and b